

## Salmon Recovery Grants Manager

August 10, 2010

Recruitment # 0810 OGM Salmon

Appointment  
Type: Non-permanent appointment

Salary: \$4429.00 – \$5813.00 Monthly DOQ

Location: Olympia, WA

Closing Date: Submit materials by August 24, 2010 to ensure consideration. The recruitment will remain open until a satisfactory pool of applicants is received.

### Have you developed and implemented salmon habitat restoration projects?

The RCO is a great place to work where employees are passionate about protecting our environment and creating recreational opportunities for the citizens of Washington.

The [Recreation and Conservation Office](#) is a small state agency that provides staff support for two boards and three councils as mandated by the Washington State Legislature. The mission of the [Salmon Recovery Funding Board](#) (SRFB) is to support salmon recovery by funding habitat protection and restoration projects. It also supports related programs and activities that produce sustainable and measurable benefits for fish and their habitat.

We have one position which we expect to last through June 30, 2011. If long term funding can be sustained beyond June 30<sup>th</sup> the temporary incumbent may be transitioned to a permanent appointment.

**PRIMARY DUTIES:** This position provides a full range of grant management support for the Salmon Recovery Funding Board (SRFB) by:

- Working collaboratively with local lead entities and project sponsors;
- Providing guidance to public and private organizations in the management of salmon recovery grants;
- Manage a portfolio of grant applications and projects funded by the SRFB;
- Conducting site inspections for compliance with grant requirements;
- Conducting workshops for grant applicants and project sponsors.
- Assist in the development of program policies and policy related materials.

### Agency Qualities

- Teamwork
- Communication
- Customer Service
- Integrity and
- Self-Management

### Leave benefits:

Employees earn 12 -22 days of vacation per year; 12 days of paid sick leave per year, and 11 paid holidays.

### Insurance:

Employees and families are covered by medical, dental, vision, basic life insurance, and basic long-term disability insurance plans. Additional life insurance and long term disability insurance are available at special group rates. Additional information is available on the [Health Care Authority web site](#).

### Retirement:

We offer an excellent retirement plan, which includes a generous employer contribution rate. In addition, employees may participate in a deferred compensation program for a tax deferred retirement investment. See the [Department of Retirement Systems web site](#).

Visit these links to learn more about the [Recreation and Conservation Office](#), [Living in Washington](#), and the [Olympia area](#).

**QUALIFICATIONS:** The most successful candidate will have:

- A Bachelor's or Master's degree in fish and wildlife management, geography, engineering, forestry, public administration, watershed planning, biology, natural resource management, environmental studies, or a related field.
- Professional level experience:
  - ~ Developing and implementing salmon habitat restoration projects.
  - ~ Managing/monitoring compliance with contract terms and conditions.
- Knowledge of:
  - ~ Components involved in acquiring land for habitat protection and salmon recovery.
  - ~ Washington State natural resource issues.
- Demonstrated ability to manage projects and provide guidance to grant recipients to assist with resolving complex and sensitive issues.

**SPECIAL NOTE**

Candidates must be willing and able to occasionally work in excess of 40 hours per week, travel frequently for short periods to include overnight stays, and conduct on-site visits. Project sites can be located in remote areas inaccessible by motor vehicle and may require one to cross difficult landscapes in inclement weather.

This position is represented by the Washington Federation of State Employees (WFSE) Union. The selected candidate will be required to pay union dues or other representation fees within 30 days of employment.

The RCO may only hire those who are legally authorized to work in the United States.

**APPLICATION PROCESS –**

To apply please submit the following materials to the e-mail below:

- Cover letter describing your interest and how you meet the qualifications above.
- Resume with detailed employment history

**E-mail application materials to:** [HR@rco.wa.gov](mailto:HR@rco.wa.gov)

Subject line: **0810 OGM Salmon**

By submitting materials, you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.

The Recreation and Conservation Office is an equal opportunity employer. People with Disabilities needing this announcement in an alternative format or who need an accommodation in the application process may contact the recruiter directly at (360) 902-0352, TTY (360) 902-1996 or e-mail [HR@rco.wa.gov](mailto:HR@rco.wa.gov).